

# Business Partnership Responsibilities Clarification

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Partner's Name]  
[Partner's Position]  
[Partner's Company Name]  
[Partner's Company Address]  
[City, State, Zip Code]

## Subject: Clarification of Responsibilities in Our Partnership

Dear [Partner's Name],

I hope this message finds you well. As we continue to move forward in our partnership, I believe it is essential to clearly outline our respective responsibilities to ensure smooth collaboration and mutual success.

### Responsibilities:

- **[Your Company Name]:** [Briefly describe your responsibilities]
- **[Partner's Company Name]:** [Briefly describe partner responsibilities]

We should also agree on the timeline for each of our responsibilities, so we stay aligned and can support each other effectively. I propose a meeting to discuss this in detail at your earliest convenience.

Thank you for your attention to this matter. I look forward to your response so we can continue building an effective partnership.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]